ONR CLIN 0005
Training and Workshop Support

BUSINESS OVERVIEW:

- **ONR REQUIRES SUPPORT IN THE SCHEDULING AND DELIVERY OF ON-SITE COURSES AND WORKSHOPS**

- **TRAINING ADMINISTRATION SERVICES REQUIRED (INCLUDES DOCUMENTING TRAINING, REPORTS)**

- **TRAINING REQUIREMENTS CROSS BUSINESS LINES, 3 X CODES, GLOBAL, AND BIZOPS**

HR SPECIFIC TRAINING SUPPORT

- **ONR HR TRAINING “SCHOOLHOUSE” FUNCTION IS 100 % OUTSOURCED – Staffed by (2) full-time Contractors**
- **PROVIDE TRAINING SUPPORT TO ALL ONR DEPARTMENTS**
- **SERVICES INCLUDE OPERATION OF ONR TRAINING FACILITY (OFFICE OF CONTINUOUS LEARNING) – (3) Classrooms plus Learning Center/Resource Library planned for New Facility**
- **SCHEDULING AND MAINTENANCE OF CLASSROOMS**
- **CONDUCT ANNUAL TRAINING NEEDS ASSESSMENT/Compile Results**
- **IDENTIFY TRAINING VENDORS, EVALUATE TRAINING PROPOSALS, AND DEVELOP/PUBLICIZE ANNUAL TRAINING SCHEDULE**
- **ACCEPT AND PROCESS COURSE ENROLLMENTS**
- **COORDINATE COURSE LOGISTICS WITH INSTRUCTORS**
- **ENSURE THOROUGH DOCUMENTATION OF TRAINING COMPLETED**
- **INTERFACE WITH HRSC FOR OFFICIAL TRAINING RECORDS**